King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter **Administration and Personnel Management**

1.03.032 - Department Overtime		Approved By:	Director Allen Nance
		Effective Date:	October 2, 2025
		Reviewed By:	PRC
Distribution:		Review Date:	September 12, 2025

Purpose
To establish guidelines for the administration of overtime.

Policy
It is the policy of the department to only require overtime when no other option exists, limit overtime to business requirements, reduce overtime usage whenever possible and ensure prompt reporting and appropriate compensation of worked overtime.

References

King County HR Policy:	2021-0011 Overtime Pay and Compensatory Time in Lieu of Overtime Pay/Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act
Department Forms:	Earned Overtime Hours (F-626) Overtime Sign Up (F-516) Fair Labor Standards Act

Applicable Collective Bargaining Agreements and Memorandums of Agreement

Definitions
Roster Management System: The scheduling, time, and attendance system used by the department.

A. General Guidelines

1. An hourly employee must obtain authorization to work beyond the normal workday or workweek, in advance of the work being performed.
2. Overtime work is not guaranteed, nor should the existence of overtime work be considered an entitlement.
3. The staff member performing the overtime work shall confirm their time worked by submitting an Earned Overtime Hours (F-626) form to their immediate supervisor by the end of the employee's overtime shift. If the employee's overtime shift is worked at a location other than their standard work location, the employee must submit a

completed time sheet to their supervisor within seventy-two (72) hours after the close of shift on which the overtime was worked.

B. Additional Provisions for Corrections Officers and Sergeants

1. The director, deputy director, facility commanders, division majors, captains and shift commanders and their designees are the sole authorities who can authorize overtime work for corrections officers and sergeants.
2. If an employee works overtime, the employee must submit required department documentation to their supervisor by the end of the employee's overtime shift. If the employee's overtime shift is worked at a location other than the King County Correctional Facility (KCCF) or Maleng Regional Justice Center (MRJC), the employee must submit required department documentation within seventy-two (72) hours after the close of shift on which the overtime was worked. Documentation submitted within these timelines must include documentation for acting pay or other shift-specific premiums, if eligible.
3. Voluntary Overtime
   a. Daily Overtime Sign-Up Sheets shall be posted at least one week in advance.
   b. Staff members who wish to work overtime on a particular shift/facility are responsible for placing their names on the list or arranging for another to do so.
   c. Staff members shall only place their names on shifts/furloughs that they are eligible for and available to work.
   d. Staff members are responsible for removing their names if circumstances change and they are no longer available to work the overtime.
4. Sergeant's Overtime
   a. Sergeants, unlike officers, shall be able to schedule themselves in vacant positions in RMS.
   b. A sergeant with a lesser amount of overtime worked in the current calendar year may 'bump' another sergeant with a greater amount of overtime worked. When a staff member is promoted to sergeant, the overtime worked as an officer during that calendar year count towards the total overtime hours worked.
   c. A sergeant bumping another shall provide notification to the bumped sergeant no less than 12 hours before the start of the overtime shift or the bump will not be allowed.
   d. If two or more sergeants desire to work the same overtime vacancy and all other factors are equal, the senior sergeant shall have the first right to the overtime.
5. Mandatory Overtime
   a. In the event that sufficient volunteers are not available to fill staffing vacancies, staff shall be required to work mandatory overtime.
   b. All eligible staff on duty, including those in special assignment positions, are subject to be placed on mandatory overtime.
   c. Notification shall be given as soon as possible to those placed on mandatory overtime. In times of high mandatory overtime usage, the shift commanders may be required to post the list of officers due up for mandatory at the beginning of their shifts.
   d. Sergeants and corrections officers shall be assigned mandatory overtime and relieved following collective bargaining agreements.
6. Mandatory Overtime Pass
   a. Passes for mandatory overtime will be allocated and may be used pursuant to the

CBA. Pass requests will **not** be accepted after the schedule has been set/posted.

7. Scheduling Overtime
   a. **Shift Commanders** shall:
      1) Review the voluntary overtime sign-up sheets and assign an appropriate number of staff to fill staffing shortages.
      2) Make a reasonable effort to find volunteers to fill vacancies when a sufficient number of staff have not signed up on the overtime sheets.
      3) Make a reasonable effort to equally distribute overtime by determining the number of hours each volunteer has worked in the calendar year and assigning those with the lesser amount first.